



USAID | ARMENIA

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NATIONAL HIRE VACANCY ANNOUNCEMENT

THIS IS A SHORT-TERM POSITION THAT IS EXPECTED TO START ON MARCH 15, 2006 THROUGH JULY 15, 2006, WITH POSSIBLE EXTENSION

OPENING DATE: December 7, 2005
CLOSURE DATE: December 21, 2005
POSITION TITLE: Translator
GRADE: FSN-08 (In case a successful applicant does not meet the full education and/or experience requirements as stated, the position will be filled below the full performance grade level, at FSN-07 Trainee Level)

MAJOR DUTIES AND RESPONSIBILITIES:

The position is located in the Program Office, USAID/Yerevan. The primary purpose of the position is to interpret from English to Armenian or Russian and vice versa letters, memoranda; report studies and evaluations and public information material covering a variety of recurring subject matters directly related to USAID activities (i.e. economic reform, private enterprise development, energy, democracy and governance, and health).

- The incumbent will also perform as an interpreter for USAID staff and visiting or TDY technicians.
- Prepare summaries or extracts from English texts on the subject areas mentioned above for issuance in Armenian or Russian; he/she may be required to produce summaries or extracts in this subject matter from Armenian or Russian texts for issuance in English and from English into Armenian.
- Prepare articles in these subject areas for the Armenian press in Armenian as well as for Diaspora publications in the United States.
- The incumbent will, using word processing programs, produce finished, edited material ready for final print out of all translated material. He/she will be responsible for accuracy, grammatically and structurally, of texts or documents translated, and will ensure appropriate usage of idiomatic expressions.

QUALIFICATIONS:

- Completion of secondary school is required. University study in English, Armenian and Russian used in translation is required. Specific training in translation and/or journalism is highly desirable.

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- At least two years of translating from Armenian and Russian into English, and English to Armenian and Russian. Previous experience with translation for a development agency highly desirable. Experience writing for the Armenian media outlets is highly desirable.
- Level V (Professionally Fluent) English ability is required. Level V in Armenian language is required. Level IV (Fluent) in Russian is required.
- Ability to do basic research and analysis in a variety of technical subject matter fields in order to become familiar with the material and technical terminology involved in each subject matter field in which translation and writing is required.
- Skills in use of word processing D-base and Microsoft Word/Microsoft Excel or comparable computer skills are highly desirable. Journalistic skills highly desirable. Demonstrated ability to tactfully interact with other mission personnel and official contacts.

WHO MAY APPLY: *Unlimited*

HOW TO APPLY: Complete SF 171 (Application for Federal Employment) or OF 612 (Optional Application for Federal Employment). Applicants may also attach a resume or CV. Application forms are available in the Main Entrance, Reception Area of the U.S. Embassy. Completed application forms must be deposited in the USAID Application Box located at the U.S. Embassy, 1 American Avenue, Yerevan, not later than close of business **December 21, 2005**. The full job description may be obtained from the Personnel Office, USAID/Armenia.

Drafted: AKarabekian

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